

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	es and History, Records Management Division, 330 Capito Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Comptroller General's Office	Application Number
•	Enforcement Division	79-123-A
Application Number	Suite 707, West Tower, Floyd Bldg.	Date Received Date Completed
e e e e e e e e e e e e e e e e e e e	Atlanta, Georgia 30334	#s
2. Person to Contact	Working Title	Telephone Number
Cherry W. Wollea	t 'Principal Secretar	y 656 <b>-</b> 2060
3. Action Requested		
	Schedule; record will continue to accumulate.	
	ccumulation; no further accumulation anticipated.	· ·
c. Ki Amend Application  4. Dates of Series	No. 79-12-3-4 Check One: 10 Change; Superce	
Earliest Latest	5. Records Series Title (followed by title used in office; if di	imerent)
ing in an a <mark>an l</mark> ingsin oo	Amanta Taranta Majara	
1969 Present		
6. Division and Office Functio		
	ivision is charged with the responsi	· · · · · · · · · · · · · · · · · · ·
-	ptroller General's Office by promulg	· — — · · · · · · · · · · · · · · · · ·
	trative aid and by taking quasi-judi the Industrial Loan Department, and	
	sion receives and evaluates all info	
	Department before any order or citat	
	e Division also handles all such res	· · · · · · · · · · · · · · · · · · ·
·	ance commissioner or the Chief Deput	·
	ts for legal assistance or interpret	· ·
	ioners. The Division also considers	
	for the Commissioner's signature ar	
as may be deemed	necessary and administers all the re	equirements of the Georgia
- Insurers - Insolven 7. Record Series Description	cy Pool.  This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):
Documents relating to: ma	aintaining case files on all agent i	investigations referred to
	Division for disposition.	
		,
	dual folders for each case containir	· · · · · · · · · · · · · · · · · · ·
——————————————————————————————————————	to the Division; responding memo ve	
	mber, etc.; correspondence with insu	
	ormal conference to discuss the char	<del>-</del>
	cuments; working papers and supporti	
	tion, conference notes, etc; and cop Order summarizing the results of th	
	ficient evidence, etc., it is closed	
	ocket Books containing assigned case number	
	al listings of agents which serve as cross-	
	betically by name of agent.	
3		
8 Monthly Deference Desc	How often are records referred to which are:	
<u>.</u>		
One to six months old twenty-five months and olde	00; Seven to twelve months old100; Thirteen ter0?	to twenty-four months old! U;
9. Annual Rate of Accumulation Letter-size drawers	on of Records 5; Shelves ;	Other (specify)
W		
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y h Masseha	22		
X b. Does the series	s contain confidential information 3-23-18	n requiring security handling? If yes, cite law or regula	tion.
X c. Is this a vital re	. <u> </u>		
x d. Does this serie	s have historical or long term rese	arch value?	
	· · · · · · · · · · · · · · · · · · ·	necessary to keep the entire file for a long period, coul	
N/A documents be	scheduled separately?		
1 1 2 Vot 3a - 1	•	published? If yes, attach copy.	to the state of th
	tion contained in this series ever a copy.	analyzed and/or recorded in a summarized report?	
h la shara a dual		e, or in another office or agency? Internal memor	randa to and
	from Agents Licensing	· · · · · · · · · · · · · · · · · · ·	
		microfilmed?	
X i. Does the recor	d series result in a computer print	tout?	
. Retention Requirements	The following require	es the series to be kept:	
a. State Law	2	d. Audit period	Veare
b. Statute of limitation		e. Administrative need	years.
	vears.		
L(a) O.C.G.A. 33-23-	64 provides that licens	f. Federal retention instructions see whose license has been revoked may	y not file
another applic	ation as an agent, etc laws or regulations. Explain admir	. within 2 years from effective date on istrative need.	of revocation.
n order to maint	ain proper administ	rative records/history of agent	s against [
hom investigatio	n for possible acti	on or administrative action has	been taken
o reasonably pre	clude future applic	eation and licensing of said age	ents due to
remature destruc	tion of case files.	(Ex. agent license revoked 198	oo, subseque file)
Approved Disposition Inst	ructions This agency recomm	I not know why revoked without fends that the file series be cut off at the end of each:	
Agents Investigati		Fiscal Year;  Other	
Case Files -	,		
	s area month(s)2		
☐ Transfer to local holding	ng area, holdyear(s);	; then	
A Hansier to State News	rds Center; holdyea	r(s); then destroy	
☑ Destroy. ☐ Transfer to State Archi	ves for permanent retention.		
☐ Other (Specify)	ves for permanent retention.		
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INAN CARA IR CICR	ed, remove folder i	from active file and place in in	TOCOTAC TATOR
t see impative	file of and of each	a dalandar waar: hold in current	t files area
ut off inactive	file at end of each	n calendar year; hold in current	t files area
eut off inactive wo (2) years; th	file at end of each en transfer to Stat	n calendar year; hold in current te Records Center; hold six (6)	t files area
eut off inactive two (2) years; th then destroy.	en transfer to Stat	n calendar year; hold in current te Records Center; hold six (6)	t files area years,
ut off inactive wo (2) years; the hen destroy.  Docket Books - When	en transfer to Stat	n calendar year; hold in current te Records Center; hold six (6) in inactive file; hold in current fi	t files area years,
ut off inactive wo (2) years; th hen destroy. Docket Books - When years and until	en transfer to Stat n book is filled, place L no longer needed for	n calendar year; hold in current te Records Center; hold six (6) in inactive file; hold in current fil reference; then destroy.	t files area years, les area 10
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eut off inactive two (2) years; th then destroy.  Docket Books - When years and until Agents Listings - Cu years and until	n book is filled, place I no longer needed for it off file at end of el no longer needed for oall prior and future accumulation ture)  Date	in inactive file; hold in current file reference; then destroy.  ach calendar year; hold in current file reference; then destroy.  ach calendar year; hold in current file reference; then destroy.  Ons of the series.  Records Management Officer (Signature)  Muddlesson	t files area years,  les area 10  les area 10    Date   /-22-86
cut off inactive two (2) years; the then destroy.  Docket Books - Wher years and until Agents Listings - Co years and until These instructions apply to ecommendations in para- aph 12 are approved.  I disapproved, attach letter	book is filled, place no longer needed for at off file at end of ell no longer needed for oall prior and future accumulation ture)  State Auditor/Designee	in inactive file; hold in current file reference; then destroy.  ach calendar year; hold in current file reference; then destroy.  ach calendar year; hold in current file reference; then destroy.  The Records Management Officer (Signature)  State Records Committee (Signature)	t files area years,  les area 10  les area 10    Date   /-22-86



AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Comptroller General's Office Application Number Enforcement Division Room 232, State Capitol Application Number Date Received Date Completed Atlanta, Georgia 30334 JUL 9 1981 JUN 26 1981 2. Person to Contact Telephone Number **Working Title** Cathy Karr Principal Secretary 656-2060 3. Action Requested Establish Retention Schedule: record will continue to accumulate. b. 

Dispose of present accumulation; no further accumulation anticipated. c. M Amend Application No. 19-123 Check One: M Change; Supercede; Void 5. Records Series Title (followed by title used in office: if different) 4. Dates of Series Earliest Latest 1969 Agents Investigation files present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Enforcement Division is charged with the responsibility of upholding the duties of the Comptroller General's Office by promulgating all regulations, rendering administrative aid and by taking quasi-judicial action for the Insurance Department, the Industrial Loan Department, and the State Fire Marshal's Office. The Division receives and evaluates all information from all divisions of the Insurance Department before any order or citation is issued by the Commissioner. The Division also handles all such research that are referred to it from the Insurance Commissioner or the Chief Deputy Insurance Commissioner, as well as requests for legal assistance or interpretation from other deputy insurance commissioners. The Division also considers, prepares, and reviews various documents for the Commissioner's signature and for such legal action as may be deemed necessary and administers all the requirements of the Georgia Insurers Insolvency Pool. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining case files on all agent investigations referred to the Enforcement Division for disposition. Included are: individual folders for each case containing internal memos transmitting the case to the Division; responding memo verifying the case and assigned case number, etc.; correspondence with insurance companies; invitation to agent for informal conference to discuss the charges or proble; copies of related legal documents; working papers and supporting documents such as research information, conference notes, etc; and copies of Revocation Order or other type of Order summarizing the results of the case (if case is closed because of insufficient evidence, etc., it is closed by internal memo). Also included is a Docket Book containing case number and brief information about the case and an alphabetical list of agents prepared at the end of each year. File is arranged: chronologically by calendar year; thereunder numerically by case number. Docket book is arranged chronologically by calendar year. 8. Monthly Reference Rate How often are records referred to which are: 100; Thirteen to twenty-four months old \_\_\_\_\_8; One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_ twenty-five months and older \_\_\_\_? 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_ ; Shelves \_\_\_\_; Other (specify) \_

(Over)

YES	NO	10. Questionnaire	(Place an "X" in the prop	er ∞lumn)	•	<u> </u>	, n
x		a. Is this the offi	cial copy of the series?		. :		4
х			s contain confidential informa , pp. 289 , 424	ation requiring	security handling	? If yes, cite law or regula	ition.
	×	c. Is this a vital r					TO THE OWNER OF THE PARTY OF TH
<b>_</b>	_x		s have historical or long term	research value?	) <del></del>	<u> </u>	·
N	/ A		wo documents in the file mak scheduled separately?	ce it necessary t		file for a long period, cou	<u> </u>
<b> </b>	_ <b>X</b>		tion contained in this series e				
x	_ `	g. Is the informa	tion contained in this series e	ver analyzed an	d/or recorded in	a summarized report?	
	x	h. Is there a dup	ication of this series in your o	office, or in ano	-	ency?	
	x	<del>_</del>	or a major portion of it) regul	arly microfilme			*****
L_ L	x	i. Does the reco	d series result in a computer				
11. R	etent	ion Requirements	The following re	quires the series	s to be kept:		
a	. Stat	te Law		d.	Audit period		years.
		tute of limitation		. e.	Administrative	need	years.
C.	. Fed	eral law	years.		Federal retention		ýears.
reco actio due	rds/ on h to p	history of age as been taker remature dest	laws or regulations. Explain a ents against whom in to reasonably preclaruction of case files 1991 - would not kno	ivestigation ude future . (Ex. age	n for possib application ant license r	le action or admini and licensing of se revoked 1980, subs	strative aid agents
12. A	,pproq	red Disposition Inst	ructions This agency reco	mmends that th	ne file series be cu	ut off at the end of each:	and the second s
			Z Calendar Yea	r; 🗆 Fiscal Yea	ar; 🗆 Other 🔔	en e	then,
	Tra	nsfer to local holdin nsfer to State Reco	s area month(s) og area, hold yea ds Center; hold8	r(s); then	(s); then		
		nsfer to State Archi er <i>(Specify)</i>	ves for permanent retention.				
cut	off	inactive file a	, remove folder from it end of each calend fer to State Records	lar year; ho	old in currer	nt files area	
Da	aka:	t Book and Tie	at of Agents: Cut off	file at one	l of oach ca	landar yaarihald	- :
			10 years, then des		or each ca	rendar year, nord	
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ŀ				<b>x</b> 3			
_	hoco i	netructions apply to	all prior and future accumul	lâtiana af tha sa			
	11636 1	nstructions apply to	all prior and future accumul	ations or the se	ries.		
Agenc	y Hea	d/Designee /Signa	gure) / Date	Records N	/lanagement Offic	cer (Signature)	Date
V		24 Zhell	b-158	12		1	6-24-81
7	<i></i>	y Floor	10 .00	110	Lin	MILLER	<del>a a de la composición del composición de la com</del>
Remn	nmeh	/ dations in para-		S1	ate Records Con	mittee (Signature)	Date
		approved.	State Auditor/Designee	1/2	-N.	Lund	7-1-81
(If disa		ved, attach letter ion.)	Secretary of State/Designe	0	uell	That	7-6-81
			Attorney General/Designe		· · · · · · · · · · · · · · · · · · ·		7-8-61
AR-50-	-71;	Rev. 76	Treating Actional Designation	(Reverse Side)	ny St	Uff V	17-0-8/

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OBIDINAL	AS	SUBMIT	107
	• •		

YES NO	10. Questionnaire (Place an "X" in the proper column)					
x	a. Is this the official copy of the series?  If not, where is it?	. '				
х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  Acts, 1960, pp. 289, 424					
х	c. Is this a vital record?	,				
X	d. Does this series have historical or long term research value?					
N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could the documents be scheduled separately?	nese				
х	f. Is the information contained in this series ever published? If yes, attach copy.					
х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach copy.					
x	h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where?					
Х	i. Is this series (or a major portion of it) regularly microfilmed?					
X	i. Does the record series result in a computer printout?					
11. Reten	tion Requirements The following requires the series to be kept:					
a. Sta	te Law 0years. d. Audit period	years.				
	tute of limitation years. e. Administrative need	` 1				
c. Fe	deral lawyears. f. Federal retention instructions	years.				
records, action h due to p	copy or excerpt of laws or regulations. Explain administrative need. In order to maintain proper advinistory of agents against whom investigation for possible action or administrates been taken to reasonably preclude future application and licensing of said premature destruction of case files. (Ex. agent license revoked 1980, subseques for license 1991 - would not know why revoked without file).	ative lagents				
12. Appro	ved Disposition Instructions This agency recommends that the file series be cut off at the end of each:					
	Calendar Year; ☐ Fiscal Year; ☐ Other	then,				
□ Tra □XTra □xDe		·				
	Insfer to State Archives for permanent retention.					
Цхот	ner (Specify)					
cut off two years	inactive file at end of each calendar year; hold in current files area are; then transfer to State Records Center; (hold in years,) then destroy.  should be held at Records Center for 3 years per conversation we will be secretary and new contact person. Neterry 2/8/6	5;74 15				
	t Book and List of Agents: Cut off file at end of each calendar year; hold					
in cu	rent files area 10 years, then destroy.	. "				
These instructions apply to all prior and future accumulations of the series.						
<u> </u>	ad/Designee /Signature) Date Records Management Officer (Signature)	Date				
Agency He	ad/Designee /Signature)   Date   Records internal control   Date   Records internal control	Date				
Ser	ry Hollrook 10-13-81 treal underson	6-21/-81				
/ )	State Records Committee (Signature)	Date				
	idations in para- re approved. State Auditor/Designee	7-1-8/				
(If disappre	pied, attach letter . At	7-6-81				
of explana						
A 11 = 54, 21 5	Attorney General/Designee	7-8-61				



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OFFICE OF THE SECRETARY OF STATE
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RECORDS MANAGEMENT DIVISION

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Amend Application No. \_\_\_ \_\_ Check One: 

Change; 

Supercede; 

Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest AGENTS INVESTIGATION FILES 1969 present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: maintaining case files on all agent investigations referred to the Division for disposition. individual folders for each case containing internal memos transmitting the case to the Division; responding memo verifying the case and assigned case number. etc.; correspondence with insurance companies; invitation to agent for informal conference to discuss the charges or problem; copies of related legal documents; working papers and supporting documents such as research information, conference notes, etc.; and copies of Revocation Order or other type of Order summarizing the results of the case (if case is closed because of insufficient evidence, etc., it is closed by internal memo). Also included is a Docket Book containing case number and brief information about the case and an alphabetical list of agents prepared at the end of each year. chronologically by calendar year; thereunder numerically by case number. Docket Book is arranged chronologically by calendar year. 8. Monthly Reference Rate How often are records referred to which are: One to six months old 100; Seven to twelve months old 100; Thirteen to twenty-four months old 8 twenty-five months and older\_\_\_\_\_ 9. Annual Rate of Accumulation of Records \_\_\_\_; Legal-size drawers 4 ; Shelves \_\_\_\_\_; Other (specify) \_ Letter-size drawers

R-50-71; Rev. 76 (Over)

YES NO 10. Questionnaire	(Place an "X" in the proper of	column)					
a. Is this the office	cial copy of the series?		A				
	cb. Does the series contain confidential information requiring security handling? If yes, gite law or regulation.						
X c. Is this a vital re							
3 1	vo documents in the file make it scheduled separately?	t necessary to keep the entire file for a long period,	could these				
		published? If yes, attach copy.					
g. Is the informat	ion contained in this series ever	analyzed and/or recorded in a summarized report? ket Book; also Monthly Statistical	Reports				
h. Is there a dupli	cation of this series in your offi	ce, or in another office or agency?	21000200				
		icated in other Divisions					
		/ microfilmed?					
11. Retention Requirements	series result in a computer prin	ntout? res the series to be kept:					
The traction requirements	n	·	0				
a. State Law	years.	d. Audit period	years.				
b. Statute of limitation	years.	e. Administrative need  f. Federal retention instructions	700.3.				
c. Federal law	years.	1. Federal retention instructions	years.				
, Attach copy or excerpt of I	aws or regulations. Explain adm	inistrative need.					
Agent has two years	s after case is closed	to appeal.					
<b>N</b>		1					
12. Approved Disposition Instr	uctions This agency recomm	nends that the file series be cut off at the end of eac	h:				
	🔀 Calendar Year; (	☐ Fiscal Year; ☐ Other	then,				
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	areamonth(s)2						
	g area, holdyear(s ds Center; hold3ye						
XX Destroy.	us Center, noidye	arts), trien					
_	res for permanent retention.						
EX Other (Specify)	·						
***							
		active file and place in inactive endar year; hold in current files a					
		Center; hold 3 years, then destroy.	Iea				
Docket Rook and Ide	et of Agents. Cut off	file at end of each calendar year;	hold				
	rea 10 years; then des		, nord				
			•				
X			, "				
		,	, ,				
There instructions and the	all prior and future accumulati	one of the earlies					
These instructions appry to	an prior and ruture accumulate	ons of the series.					
	ti kangangangangan sa mengangki di kangan di kanga Kangan di kangan di k						
Agency Head/Designee (Signat	rure) Date	Records Management Officer (Signature)	Date				
Paus 1. 177	4-18:79	1/1 km Naer	4-20-79				
· Jan		Sense Phonesis Commission (Signature)					
Recommendations in para-		State Records Committee (Signature)	Date				
graph 12 are approved.	State Auditor/Designee	Luntherm	7-18-79				
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	Ounded Hant	7-11-74				
	Attorney General/Designee	AMA A DID DI	2.16.20				

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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE				
Application Date	Comptroller General's Office	Application Number	··				
;	Enforcement Division	79-12	23				
Application Number	Enforcement Deputy's Office	Date Received	Date Completed				
	Room 232 State Capitol	APR 2 0 1979	JUL 20 1979				
	Atlanta, Georgia 30334		<u> </u>				
2. Person to Contact Cathy Karr	Working Title Secretary		Telephone Number 656-2060				
			·====				
3. Action Requested	0 1 1 1 Å 30						
	Schedule; record will continue to accumulate.						
	No Check One:  Change;  Superced	le: □ Void					
4. Dates of Series	5. Records Series Title (followed by title used in office; if dis		. <del> </del>				
Earliest Latest	,	•					
1969   present	AGENTS INVESTIGATION FILES		,				
6. Division and Office Function	What is the function of the Division and the Office in	which this record ser	ies is created?				
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·		•					
•							
			•				
,	,						
	<b>1</b>	•	•				
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if a	ny):				
Documents relating to: ma	intaining case files on all agent investiga	tions referred	to the				
Division for disp							
_							
•	al folders for each case containing interna		<del>-</del>				
	ion; responding memo verifying the case and						
	nce with insurance companies; invitation to cuss the charges or problem; copies of rela	_	•				
	d supporting documents such as research inf						
	copies of Revocation Order or other type of						
	e case (if case is closed because of insuff						
it is closed by i	nternal memo). Also included is a Docket B	ook containing	case				
	information about the case and an alphabeti	cal list of ag	gents prepared				
	at the end of each year.						
File is arranged: chronologically by calendar year; thereunder numerically by case number.  Docket Book is arranged chronologically by calendar year.							
•			man mang kalang katawa in manahanan katawa in terdah salah salah salah salah salah salah salah salah salah sal Manahan mangkat katawa in terdah salah				
•	How often are records referred to which are:		. و با				
twenty-five months and olde	Seven to twelve months old 100; Thirteen to	o twenty-rour month	is oldo;				
9. Annual Rate of Accumulati	on of Records ; Legal-size drawers4; Shelves;						
•							
	(Over)						
AR-50-71; Rev. 76	(Over)	gg grigger i strom i dem dentit tigge in enter the desired in	Action on a market of				

YES	10	10. Questionnaire	(Place an "X	" in the proper co	งในเทก)			
х		a. Is this the office of the state of the st		series?				
х		h. Does the series		<i>)</i>		ecurity handling? If ye	= ,	
	X L	c. Is this a vital re	recommendation of the second control of the			· ·		
	<b>X</b>   _	d. Does this series			arch value?	4,	, f	
	1				necessary to	keep the entire file for	a long period, could	these
<u> </u>	_ X		scheduled separ					
<b> </b>	<u> </u>	1994 L. 1				If yes, attach copy.		Baran Baran Baran (Baran Baran B -
X		If yes, attach o	opy. Summan	rized in Docl	ket Book	d/or recorded in a summa also Monthly St	anzed report? .atistical Repo	rts
		h. Is there a dupl	ication of this s	eries in your offic	e, or in anot	ther office or agency?		
	<u>X</u>			· · · · · · · · · · · · · · · · · ·		n other Divisions		
	X   X				_	1?		and the second s
		i. Does the recor	,	a computer print		An ha landa		Marie Carlos Car
ii. ne	rentic	w redniseus	_ <b>∳</b> .	e following require	es the series	то ре керт:		
a.	State	Law	0	years.	d.	Audit period	0	years.
ь.	Statu	ite of limitation	,	years.	e.	Administrative need	5	years.
c.	Fede	ral law	<u> </u>	years.	f.	Federal retention instru	ctions0	years.
						1 .		
, Atı	tach d	copy or excerpt of I	aws or regulation	ons. Explain admir	nistrative ne	ed.	-	
Ag	ent	has two years	s after cas	se is closed	to appea	al.		•
		· ·			,			
					·			
12. Ap	prove	d Disposition Instr	uctions Thi	s agency recommo	ende that th	e file series be cut off at	the end of each:	у
	4. 4.0	;		Calendar Year; ☐				<b></b> .
			=-	Calelluai Teal;	i Fiscal rea	ir; Li Other		then,
KK	Hold	in the current files	s area	_month(s)2	year	(s); then		
	Trans	sfer to local holdin	g area, hold	year(s);	then	• • •	194 <u>.</u>	
		sfer to State Re∞r	ds Center; hold	year	r(s); then		- ·	· · · · · · · · · · · · · · · · · · ·
	Destr	•		_				
		sfer to State Archiv	ves for permane	nt retention.	5			ļ.
יששי	Otne	r (Specify)			· •	•		4.
Wh	en.	case is close	ed. remove	folder from	active f	ile and place in	inactive file	· <del></del>
						r; hold in curre		,
						old 3 years, then		
						•		,
Do	cket	t Book and Li	st of Agent	s: Cut off	file at	end of each cale	ndar vear: hol	d .
		rent files a				<u></u>		
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TL.	<b>.</b>		11 - 3 178			.~		``
in	ese in	structions apply to	all prior and to	iture accumulation	ns of the sei	ies.	•	
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Agency	Head	l/Designee <i>(Signa</i>	ture)	Date	Records N	lanagement Officer /Sig	nature)	Date
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Kay	non	d W. Tan		4-1817		my Hall		14-20-79
•					St	ate Records Committee	(Signature)	Date
Recomi	nenda	ations in para-					(Orginatore)	
-		approved.	State Audi	tor/Designee	سا ا			17-18-79
		ed, attach letter		26	· A	0011		211
of expla	natio	n.)	Secretary	State/Designee	Uus	roll Hast	<u> </u>	17-16-79
			A			MIMANI	0/	2.1600
R-50-7	'1; R	ev. 76	Attorney Ge	neral/Designee (R	everse Side)	MUNC	4	74879